

## Vehicle Maintenance

		Agency Name _____ Date _____ Reviewer _____
1. How does your agency handle maintenance of transit vehicles/equipment/facilities?		See further questions.
2. Who is responsible for maintaining vehicles leased to subproviders?		Must be spelled out in POS contract.
3. Is this spelled out in your contract with the subprovider?		Required.
4. If the subprovider is responsible for maintenance, what oversight does your agency perform to verify that vehicles are safe and properly maintained?		The transit system is responsible for maintenance and must have mechanism for monitoring if passing this responsibility to others.
5. Does your agency have a current written vehicle maintenance plan for FTA-funded rolling stock?		Required.
6. What does the maintenance plan cover?		Should address routine maintenance/inspections/schedules, etc. Should list party responsible for each. Maintenance plan should include goals and objectives of the maintenance program, should be updated with the purchase of new rolling stock, should include required preventive maintenance to keep warranties valid.
7. Are records available showing what maintenance has been done on each vehicle?		Should have ability to track maintenance by vehicle.
8. Do the preventive maintenance schedules in the plan meet the minimums required by the manufactures/suppliers/builders?		Required.
9. Are preventive maintenance inspections being done as scheduled?		Note reason if not.

10. Is all work required by manufacturer's warranty provisions being performed?		Required. Note reason if not.
11. Are warranty claims being filed?		Note reason if not.
12. Do you have vehicles which are currently out of service due to mechanical problems or damage?		See further questions.
13. How long have they been out of service?		Transit system is responsible for keeping vehicle in proper running order. There is no specific standard. Note if any over two weeks.
14. Have you had other vehicles over the last two years which were out of service for more than two weeks? Did you notify the OPT in those instances?		See above.
15. Describe the reasons for each incident where a vehicle was out of service for an extended period.		OK if cause is truly out of transit system's control. Problem if based on transit system decision not to spend money, or such.
16. Do you have any federally-funded vehicles which traveled less than 10,000 miles last year?		OIG minimum utilization standard is 10K miles per year, until minimum useful life is reached. The mileage requirement drops to 3,000 per year after the useful life threshold is met.
17. If yes, please describe the vehicle(s) involved [vehicle type, age, miles] and the reasons for the limited usage.		Can be OK depending on reason(s). (Lack of vehicle rotation is not OK.) Low Vehicle Usage Policy may apply – Vehicle has not met useful life and has accumulated less than an average of 10,000 miles per year over a two year period or for those vehicles that have met their useful life and have accumulated less than an average of 3,000 miles per year over a two-year period.
<b>Facility Maintenance</b>		
1. Does the system have a written maintenance program for its FTA-funded facilities and facility-related equipment?		Required for FTA-funded facilities. Should identify specific items, such as buildings, elevators, parking lots, plumbing systems, overhead doors, vehicle maintenance lifts, HVAC units, etc.

<p>2. Does the maintenance program include inspections and preventive maintenance activities to ensure that assets are protected from deterioration and reach their maximum useful life? Is the program consistent with manufacturers' minimum maintenance requirements for equipment under warranty? What is the system's schedule for facility and equipment preventive maintenance inspections?</p>	<p>The facility/equipment maintenance program should describe a system of periodic inspections and preventive maintenance to be performed at certain defined intervals. The system must follow its maintenance its maintenance program for facilities and equipment, including scheduled inspections.</p>
<p>3. Does the maintenance program prescribe a recordkeeping system so that the maintenance history of facilities and equipment is permanently recorded? How is the program documented?</p>	<p>Required. [Ask to look at records.]</p>
<p>4. Does the system's facility maintenance program address maintenance procedures for accessibility features? Do maintenance records indicate that accessibility features are maintained in operating condition?</p>	<p>The DOT ADA regulations require all facility accessibility features be maintained and operational. The accessibility features must be promptly repaired if they are damaged or out of order. When the equipment is not working, the grantee must take reasonable steps to accommodate persons with disabilities who would otherwise be using it.</p>